

# REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

05/21/04  
Status

Does not confer to Civil Service

POSITION: **Food Service Worker (CDC)**

ANNOUNCEMENT# **SP 65-04**

NA-7408-02

Salary: \$6.79- \$7.07 per hour

LOCATION: MWR Dept./Child Development Div /NSA  
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: **Open**

(1) Positions, Full-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Follows set procedures in accomplishing repetitive assignments and follows an established sequence of work. Assist in food preparation with tasks such as peeling potatoes, cutting, sorting and washing vegetables and fruits, assembling sandwiches, measuring and weighing ingredients, etc. Stocks food service carts with appropriate utensils, plates, bowls, food and beverages, etc. as required for family style dining in the classrooms. Wraps, arranges, and/or packages items for serving to children. Transports food from kitchen area to classrooms. Removes dishes, glasses and silverware from carts. Pre-rinses and washes pots, pans, glasses and silverware in either mechanical dishwasher or manually according to sanitation regulations. Cleans serving carts, food preparation areas, cupboards, drawers, and dishwashing areas. Returns carts, dishes, and leftover food to kitchen. Disposes of all food waste and trash. Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards. Sets up and operates a mechanical dishwasher. Removes inspection doors, strainer pans, screens, and spray arms for preventive maintenance and cleaning. Scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots. Performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room. Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures. Operates, breaks down and cleans all electrical equipment assigned to the area for food preparation. Stores sanitized dishes and silverware. Stores canned, boxed, and/or frozen items in food storage area. Unloads food and supplies from delivery trucks. Moves heavy garbage cans when collecting and transferring trash from the work area to the disposal area. Performs other related duties as assigned.

**QUALIFICATIONS:** Must be 18 years of age and High School graduate or equivalent; speak read and write English; satisfactorily complete background checks IAW PL 101-647 to include NACI. Present favorable pre-employment physical and evidence of immunization and be free of communicable disease. Possess and maintain ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on routine basis. Provide pre-employment documentation within three days of employment. Ability to complete all Department of the Navy (DON) CDP training requirements within designated timeframe to include a Child Abuse Prevention and Reporting Course within 60 days of employment and CPR and First Aid. Possess a food handler's card. Knowledge of special procedures and sanitation principles, understanding of food handling techniques, personal hygiene standards, and safe work procedures. Ability to read and understand written material such as time and duty schedules, standard operating procedures, menus, recipes, and work instructions. Skill and knowledge to perform tasks involving several procedures. Ability to concentrate on work assignments despite interruptions and distractions. Knowledge of basic arithmetic in order to count the number of tables and serving bowls required or determine the number of servings a container will yield. Working knowledge of sanitation standards, such as keeping wiping clothes in a sanitizing solution. Working knowledge of procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road, Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

